

City Council Minutes

January 13, 2003

The Council of the City of Milton-Freewater met in regular session on Monday, January 13, 2003 at 7:00 p.m. in the council chambers of City Hall.

The following members were present: Mayor Key, Councilors Saager, Lyon, Kelley, Humbert and Woods and Youth Representative Ben Colahan. Staff members present were City Manager Delphine Palmer, Assistant City Manager Linda Hall, Police Chief Mike Gallaher, Grant Writer Mike Watkins, Public Works Superintendent Howard Moss, Warehouse/Safety Supervisor Dave Bradshaw, Streets Supervisor Steve Birdwell, Electric Superintendent Mike Charlo and Finance Director Dave Richmond.

Citizens present were Use the list of names from the citizen sign up sheet Curtis Walters, Verne Rodighiero, Merle Sherman and others.

Members of the press present was Jeff Durham of the Blue Mountain Pioneer.

Presentation: City Manager Delphine Palmer presented the large United States flag to the Veteran's Administration. Ms. Palmer stated the flag was donated by Mr. Greg Sterling and that the flag originated in our state capital. Ms. Palmer further stated the flag had hung in front of City Hall for the last two years and the City has really enjoyed using the flag; however, the flag is deteriorating fast with use. The City would like to present this flag to the Veteran's Association for their use in parades, and so by doing the flag may last much longer. Bob McMullen of the VFW accepted the flag.

Consent Calendar Items: Consent Calendar Items included the December 9, 2002 Council Minutes and Resolution No. 1916 Authorizing Extension of Orchard Lease. Councilor Saager moved to adopt the consent calendar. Councilor Kelley seconded the motion which passed unanimously.

Mayor Key announced to the audience that this was the opportunity for citizens to approach the council with concerns not on the agenda. None approached.

NEW BUSINESS:

ELECTION OF COUNCIL PRESIDENT. Assistant City Manager Linda Hall stated that the City Charter requires that on every odd year Council either reconfirms their choice of Council President or elects a new president. The council president serves as a back-up for the Mayor and is a second signatory on many bank accounts. Councilor Humbert asked if all signatory paperwork would have to be completed if there is a change. Ms. Hall said yes, there would have to be changes throughout. Councilor Humbert moved to nominate Herb Saager as council president. Mayor Key asked if there were any other nominations. Councilor Lyons seconded the nomination. Councilor Kelley moved to

close nominations. Councilor Lyon seconded to close nominations. Council unanimously voted to retain Herb Saager as Council President.

RESOLUTION NO. 1917 AUTHORIZING SIGNATURE TO ODOT STREETSCAPE GRANT. Public Works Superintendent Howard Moss said the Federal Government had given states funds to improve the cultural, aesthetic and environmental status of our state's transportation system. This \$7.5 million grant is highly competitive, with only about a 1/6 success ratio and requires a 10.27% match. Use of City tools and also civic contributions may aid in the match of this grant. City Manager Delphine Palmer, Electric Superintendent Mike Charlo, City Planner Gina Hartzheim and Grant Writer Mike Watkins have all discussed this grant extensively. Mr. Moss further stated the grant would have to be a minimum of \$200,000.00. The proposal would include 56 antique lights with hanging baskets for flowers/plants and 26 individual hanging baskets. Mr. Charlo priced this project at about \$400,000.00. Mr. Moss showed by visual aids to council and citizens the scope of the project which would include street lights along Main Street just to the traffic lights and then would begin again by Marv's Glass Shop and continue for four blocks to the church. Flower baskets only would go along Columbia Blvd to NE 5th Street where ODOT will soon install another traffic light system. To water these flowers, technology has devised a slow release jel-water packet that can last up to two weeks. A watering system has been installed with the lights around City Hall except for one, where the City can test the jel-water packet. Other components of the project that have not been put together yet, the OTIA project may be leveraged, which begins tomorrow. This project is the overlay project on Main Street. It is thought that benches, refuse receptacle and perhaps an umbrella could enhance the perception of the community. This project would not begin until October 2003 at the earliest, but may not be until 2004, 2005 or 2006. Mr. Moss reminded council this was federal funds and they usually do not come in one lump-sum.

Councilor Humbert asked if the Electrical Department would be doing the conduit work for lighting to help provide matching funds. Mr. Moss said they had discussed several possible contributors to the matching funds. The electric crew, public works crew, Urban Renewal Agency, goodwill funds and local commitment are just a few. Councilor Woods asked for a rough estimate of the ongoing maintenance cost. Mr. Moss said he would rather report to council next meeting if this were a condition to sign this resolution; however, the lights are 10-year lights and the flowers will be already bedded. The flowers will need watering and talked to. Roughly, \$4,000 to \$5,000 annually. Councilor Lyon asked if Mr. Moss had researched anything other than flowers that may be maintenance friendly. City Manager Delphine Palmer responded that some cities have hung flags, but that the flowers are so much more inviting and this is a part of what the City is reaching for with business retention and the building improvement through the URA (Urban Renewal Agency) grant. Mr. Moss said he would implement maintenance efficiently and had already thought of adding this duty to the person who does well maintenance on a daily basis. Councilor Saager said he felt the only problem would be a Saturday/Sunday scenario with high temperatures and wind. Mr. Moss said the jel-packets had been tested in Saudi-Arabia. Councilor Woods said he knew the jel-packets worked and were replenished just by watering. Councilor Kelley said she had

been through several cities with the flower baskets and felt they were absolutely beautiful. Councilor Kelley further said that this is what people look at when looking at communities to both live and shop.

Councilor Saager moved to adopt Resolution No. 1917 authorizing signature to ODOT streetscape grant. Councilor Humbert seconded the motion which passed unanimously.

APPROVAL OF USED SEWER CLEANING VEHICLE. Public Works Superintendent Howard Moss stated that the background to this purchase request is that in 1992, the City purchased a used combination vehicle. The vehicle has worked fair, but now there is a problem with the sewage collection cleaning line portion of the vehicle due to an unusual pump that is difficult to obtain parts for. With that in mind, during the current fiscal year, the City budgeted a \$40,000.00 sewage collection trailer chassis. After researching this item it was discovered the City was unable to obtain a good used chassis for the sewage collection system; however and meantime, the City finished Phase II of the Sewage Treatment Plant which creates a significant increase of sludge. Before Phase II, the City hauled raw sewage, but after Phase II the City now hauls digested sludge. After discussion, it was determined that the City could pull the sewage equipment off of the existing truck and install on the proposed truck purchase to make it an exclusive sludge-hauling truck three times weekly that can also clean catch-basins with its massive snout. Also, we discovered the City could not purchase a trailer for the budgeted \$40,000.00. We knew that a new trailer would cost a minimum of \$100,000.00. We knew that the newer-type sewer cleaning equipment that most cities have and the City of Walla Walla has purchased, could not be justified here in this forum at over \$250,000.00. The City of Pasco had the proposed vehicle on the Internet and they want to sell this vehicle to justify purchasing the newer-type. Our senior mechanic George Ehmer has inspected the vehicle and its service record. Mr. Moss further reported that there was a budget for the vehicle due to transferring \$100,000.00 to help pay-down the fire truck and at the same time transferring another \$20,000.00. Mr. Moss recommended to purchase the vehicle from the City of Pasco in the amount of \$55,000.00.

Councilor Humbert asked if the truck was a jet truck. Mr. Moss concurred. Councilor Humbert asked how long Mr. Moss felt this vehicle would serve the needs of his department. Mr. Moss stated he felt 12 to 15 years. Councilor Humbert asked if the City could set aside a set amount of money each year for the next 12 years to prepare for the purchase of the \$250,000.00 vehicle. Mr. Moss said there was already a contingency program the city had with all vehicles. Councilor Woods asked what the cost of conversion was for the proposed vehicle. Mr. Moss said about \$5,000.00. Councilor Woods asked about the independent appraisal, which arrived at a price between \$55,000.00 and \$60,000.00, and wanted to know if the City of Pasco would accept the price of \$55,000.00. Mr. Moss said he felt the City of Pasco would accept the price of \$55,000.00 and would not want the other \$5,000.00 added to this offer.

Councilor Kelley moved to authorize the purchase of the vehicle from the City of Pasco in the amount of \$55,000.00. Councilor Humbert seconded the motion which passed unanimously.

BID AWARD: LANDFILL TRENCHING. Public Works Superintendent Howard Moss said this was a routine bid for this contract. For background, the City backfills the landfill annually or at least every other year. This trenching is done at this time of year to control dust due to precipitation and also to take advantage of lower bids due to the off-season for most contractors. Two bids were received on an estimated 12,500 cubic yards of excavation. Braden & Nelson, Inc. of Walla Walla, Washington placed an excellent bid at \$1.35 cubic yards. The City already has the budget for this excavation project. Councilor Saager stated he thought we had previously had an award in years past for the \$1.35 per cubic yard. Mr. Moss said yes, the City had and also, for a larger project, the City had received a bid for as low as \$1.25 per cubic yard. Councilor Saager asked how much he thought the low bid might be. Mr. Moss said he thought the City would get the job done for around \$1.50 per cubic yard. Youth Representative Ben Colahan questioned the availability of the landfill for public use. Mr. Moss explained saying the landfill was open for many years to public use, but was closed about six years ago due to the limitation of 20-tons per day/calendar year. If the 20-tons was exceeded, the City would have been required to do some very special projects at the landfill to preserve the environment. DEQ (Department of Environmental Quality) would like regional landfills versus small landfills in each community. By keeping within the limits of 20-tons per day, the City can still operate our landfill project.

Councilor Humbert moved to award Contract #176, 2003 Landfill Trenching, to Braden & Nelson, Inc. in the amount of \$16,875.00. Councilor Saager seconded the motion which passed unanimously.

MANAGER'S REPORT

City Manager Delphine Palmer addressed council about the new Library and how the construction is nearly completed. Ms. Palmer said that she and Assistant City Manager Linda Hall had taken a tour last week and that Councilor Woods had asked about the council going on tour as well. Ms. Palmer said arrangements have been made with Doug Henrichs to take anyone on tour tomorrow at 10:30am just by meeting him at the Library door closest to the police department.

Ms. Palmer said that on January 27th there will be a meeting with all city employees for two hours, and again, this is in an effort to build teamwork amongst all of our employees and their departments. Each department head will explain what they do and what major projects are ahead. Employees have said that they would like to know what other departments do, so this meeting will address some of these issues. Ms. Palmer also said a form would be passed out for employees to ask questions without the embarrassment of asking in front of an audience. These questions will be answered at this meeting.

Ms. Palmer announced that the City is having an ergonomics specialist come in at no-charge as part of our workman compensation management. He will go to each individual work station as a preventative action to teach all of us how to work efficiently and safely.

Ms. Palmer said that she had wanted to take more Spanish, and so announced she would be taking conversational Spanish at BMCC for the next ten weeks. After this course, Ms. Palmer hopes she will feel more comfortable within the Hispanic community and getting them involved.

Ms. Palmer said that security has been an issue for some time at City Hall. Grant Writer Mike Watkins took the initiative to research and find a grant of \$3,900.00 and we were just awarded this grant. This will enable the City to have closed circuit cameras that will go directly into dispatch.

Ms. Palmer announced that Mr. Richmond has already been busy with records from last year to start the budget process for FYE 2004. Ms. Palmer said that she wanted to act in the same way as last year, in that staff would work hard to almost finalize the budget before submitting it to the budget committee and council. The narratives will be all the same format, and any change, whether higher or lower, will be noted within the narrative. Another issue with budget was training and whether or not to have budget training this year. Last year, a tremendous amount of time was invested with training and planned for a luncheon and City tour. We were disappointed that there were no citizens present, and only a few councilors and budget committee members. The training did not only discuss the budget, but also things that can impact the budget and our different revenues. Depending on how we accomplish the budget this year, we are in hopes that all of you will attend to help understand what we are doing and how we do it.

Ms. Palmer reported that our telephone system will be installed sometime between February and March. With a line between City Hall and Public Works, we will have better communication with them.

At our next council meeting, Ms. Palmer would like a discussion as to what to do with the old Library building. The Chamber will be discussing this on Wednesday with their group knowing it is the council's final decision as to what will be done with the building. Ms. Palmer said the old Library building would be an excellent location for the Chamber office and visitor center, as their present location is so off the path of would-be travelers and consumers. Ms. Palmer would also like to know if council would like to be in the new library building.

COUNCILOR CONCERNS

Councilor Kelley said she was council appointee to the Healthy Community Youth Board and there was a meeting in January and minutes of this meeting showed this board oversees the kids activity program, Cougar after Hours, partner with the skateboard

park and youth activities in town. The Oregon Together grant for skatepark funding, has received \$6,000.00. Funds collected to build the skatepark has reached \$19,500.00. Ms. Palmer announced that Grant Writer Mike Watkins has just sent in another grant for the skatepark today. The kids activity program (KAP) within the Winter Schedule average 25 kids daily ranging from 4th through 8th grade. Cougar After Hours is held at the Middle School and is one day per week averaging 21 kids daily. KAP is held two days weekly. The program has served 125 kids in the October through December program. A multi-year grant from the Oregon Community Foundation in the amount of \$7,500.00 was received this year for our youth programs. The Foundation will match another \$2,500.00 if the community can match the additional fund. If we are awarded the \$2,000.00 grant from BMCF for the Missoula Theater, we will only have to raise \$500.00 to serve youth programs. They are looking for someone to serve on the commission for children and families. If anyone is interested, Shelly Ena is the person to contact in Pendleton, or Janelle Woolen at Horizon Project. There is another grant proposal for kids called the 21st Century Community Learning Center. They are looking for individuals to work on the advisory council. We will know the results of funding on January 16, 2003. This grant proposal is in the amount of \$150,000.00 for five years.

Councilor Woods announced he had been attending meetings in John Day of the Oregon Forum and that he had been appointed to the board of this forum. They are working towards having an office of rural policy that is directly connected to the governor to aid in recognition of rural counties versus Multnomah and Columbia counties with regard to legislation. Anyone is invited to attend these meetings.

Councilor Saager asked who was responsible to wash all the glass in the new library. Public Works Superintendent Howard Moss said the City was in the process of obtaining a proposal from our cleaning service.

Councilor Saager also said he wanted to thank council for their display of confidence this evening when retaining him as their President.

Councilor Lyon asked City Manager Delphine Palmer about the canine police officer "Rebel". Ms. Palmer reported there were some legal issues with the police officer who worked with Rebel and until the City of Newport works these issues out, we can only let them know of our interest in Rebel at this time.

Councilor Kelley asked about a goal-setting session for the council. Ms. Palmer said the subject had been briefly discussed that day, but that the question is whether or not to have one, or whether to have an outside facilitator. Councilor Humbert asked what the cost was. Assistant City Manager Linda Hall said between \$1,500.00 and \$6,000.00. Councilor Woods suggested a Saturday with a sack-lunch. Ms. Palmer said she would bring to council ideas at the next meeting, suggesting people that are good facilitators but may be less expensive. Councilor Saager said he felt the existing goals were all valuable and that if council came together for three to four hours perhaps one or two goals could be added, but none removed. Ms. Palmer asked if council wanted to do the session by themselves, which seemed to be the consensus. Ms. Palmer said that she

and Ms. Hall would then plan to co-facilitate a goal-setting session and set a date. Councilor Woods asked about the plan to fulfill goals. Ms. Palmer said that council set the goals and staff fulfilled them, and that there was a strategic plan to accomplish this with staff. Ms. Palmer further explained that each goal was broken up by department so each department is working towards accomplishing a portion of each goal. Staff meetings are held weekly to report what and how the strategic plan is going. Councilor Kelley said her issue with goal-setting is that budget planning is already underway and when council sets up new goals, another layer is in place with a budget that has already been planned. Ms. Palmer said budget restraints dictate how much work can be accomplished annually. Ms. Palmer asked if an evening session or a Saturday session was best for everyone. Councilor Saager said he would like a Saturday morning session where he could return to business in the afternoon. The consensus was an 8:00 am to 12:00 noon session on a Saturday.

There being no further business the meeting was adjourned at 8:05 p.m.

Lewis S. Key, Mayor

January 27, 2003

The Council of the City of Milton-Freewater met in regular session on Monday, January 27, 2003 at 7:00 p.m. in the council chambers of City Hall.

The following members were present: Mayor Key, Councilors Saager, Lyon, Kelley, Humbert and Woods and Youth Representative Ben Colahan. Staff members present were City Manager Delphine Palmer, Assistant City Manager Linda Hall, Police Chief Mike Gallaher, Public Works Superintendent Howard Moss and Finance Director Dave Richmond.

Citizens present were Curtis Walter, Mildred Lyon, Pat Thomson, Emilio Sandoval, Kent Bigler, along with eight boys from Boy Scouts of America, and others.

Members of the press present were Jeff Durham of the Blue Mountain Pioneer and Jeannine Koranda of the East Oregonian.

PRESENTATION: Update from Youth Council Representative Ben Colahan was postponed until the February 24, 2003 Council Meeting.

Consent Calendar Items: Items in the Consent Calendar were separated. Councilor Lyon then moved to adopt the January 13, 2003 minutes. Councilor Humbert seconded the motion which passed unanimously.

After discussing the liquor license for Cantina El Coyote, Councilor Humbert moved to approve the liquor license for Cantina El Coyote. Councilor Woods seconded the motion which passed unanimously.

Mayor Key announced to the audience that this was the opportunity for citizens to approach the council with concerns not on the agenda.

Emilio Sandoval, Jr.'s Nightclub, approached council to ask why Council had approved the Cantina El Coyote liquor license when they had not voted in favor of his. Assistant City Manager Linda Hall responded saying the Cantina El Coyote license was a continuance of an existing license, whereas Mr. Sandoval's license resulted in a new and additional liquor license in that district. He then requested to have live music and dancing three nights monthly at his establishment, Jr.'s Nightclub. Councilor Saager moved to direct the City Manager and Chief of Police to work together to investigate and handle this request from Emilio Sandoval. Councilor Kelley seconded the motion which passed unanimously.

NEW BUSINESS:

APPOINTMENT OF COUNCILOR TO FILL VACANT POSITION. Following a discussion Councilor Humbert moved to appoint Ken Records to the vacant Ward 2 position on council. Councilor Woods seconded the motion which passed unanimously.

RESOLUTION NO. 1918, COLUMBIA RIVER CHANNEL DEEPENING PROJECT. Assistant City Manager Linda Hall was approached a few weeks ago by Ms. Theeme Holznagel, a representative of the Columbia River Channel Coalition. Ms. Holznagel gave me an update on the Columbia River Channel Deepening Project. This project began over ten years ago when a five-year reconnaissance study and environmental impact statement were completed by the US Army Corp of Engineers. The result of the 6.1 million dollar survey was the recommendation that the 40-foot wide navigation channel in the Columbia River be deepened by three feet. This channel deepening will allow for passage of larger cargo ships and increased import/export capabilities for our region. This is expected to boost the economy by increasing exports and sales.

Councilor Woods moved to adopt Resolution No. 1918, of Support for the Columbia River Channel Deepening Project. Councilor Kelley seconded the motion which passed unanimously.

DISCUSSION OF THE DISPOSITION OF THE OLD LIBRARY BUILDING. The Council discussed various options for the old library building. The City Manager will be issuing a Request For Proposals and investigating several options for the building.

MANAGER'S REPORT

City Manager Delphine Palmer reported that Fire Chief Faron Reynolds resigned and Herb Saager will now be acting Fire Chief. Ms. Palmer then reported on several other issues.

COUNCIL ANNOUNCEMENTS

Councilor Kelley announced that the School Grant for the Communities Healthy Youth Committee was received and that the fund would significantly benefit our youth.

There being no further business the meeting was adjourned at 7:55 p.m. to go into an executive session.

Lewis S. Key, Mayor